

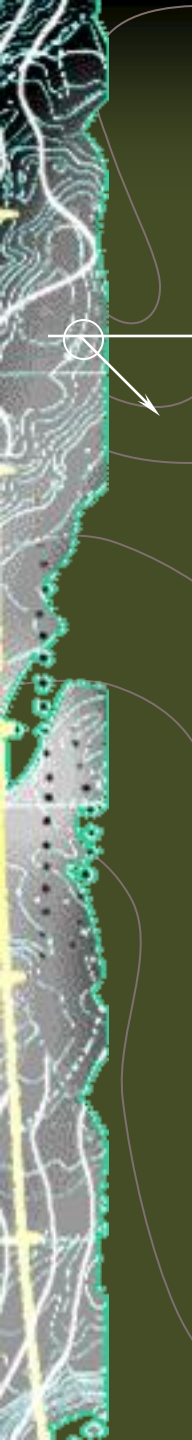


CHARTER SCHOOL BUSINESS OFFICIAL TRAINING

NOVEMBER 8, 2011



SCHOOL CONSTRUCTION & FACILITY SAFETY

A vertical strip on the left side of the slide shows a topographic map of a mountain range, likely in Utah, with contour lines and peaks. A white circle with an arrow points from the text area to a specific location on the map.

The best source of written
guidance for undertaking
school construction projects
in Utah is the:

*Utah State Office of
Education (USOE) –
School Finance Section*





USOE school construction oversight:

- *Provides support to ensure life safety is met*
- *Is much less costly than that of a local jurisdiction*
- *Eliminates the need for a building permit and the cost associated with this*



School Construction Resource Manual:

(Chapter Headings)

- 1 – Facilities Planning
- 2 – School District Building Official and
Charter School Building Officer
- 3 – School Facility Site Selection
- 4 – Plan Development
- 5 – Plan Review/Value Engineering
- 6 – Bidding Process
- 7 – Inspection Process
- 8 – Maintenance and Operation of the Building

School Construction and Facility Related Procedures Reference Guide (including Safety) :

School Construction Resource Manual:

- <http://www.schools.utah.gov/finance/Facilities/School-Construction-Resource-Manual.aspx>



WHO SHOULD YOU GET TO KNOW AND WHY?



Get to know your local jurisdiction(s), including:

- Mayor(s)
- Commissioner(s)
- Manager(s)
- Attorney(s)
- Building Official(s)/Inspector(s)
- Fire Chief(s)
- Etc.



You may work with any/all of them frequently.

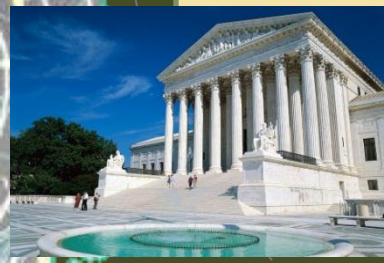


Notification of Affected Local Government:

- 53A-20-108 (1) (a) A School District or Charter School *shall notify the affected local governmental entity without delay prior to the purchase of a school site or construction of a school building or its intent to purchase or construct...*

Administrative Rule R277-400-9 Cooperation with Government Entities:

- A. As appropriate, a local board of education or local charter school board may enter into cooperative agreements with other governmental entities to assure proper coordination and support during emergencies.





R277-400-9 Cooperation with Government Entities *continued...*

B. School Districts and local Charter School boards shall **cooperate with other governmental entities, as reasonably feasible, to provide emergency relief services.** The plan(s) shall contain procedures for assessing and providing school facilities, equipment, and personnel to meet public emergency needs.



R277-400-9 Cooperation with Government Entities *continued...*

C. The plan(s)...shall delineate communication channels and lines of authority within the school district, charter school, city, county, and state.

(4) **direction and control of emergency operations** shall be exercised by the executive heads of government and school districts and charter schools. Local governments, school districts, and charter schools **retain their autonomy and identity throughout all levels of emergency operations;**

The Fire Department having jurisdiction:

Although the Utah State Fire Marshal's Office has jurisdiction of School District and Charter School fire related compliance, the local fire department generally works closely with each school to provide training, educational opportunities and support.



The Health Department having jurisdiction.

The designated entity will perform reviews of your educational facilities. Your School District or Charter School will be required to correct any violations found.

Note: Health Departments varies throughout the state, from city, county to regional entities.



The State Fire Marshal's Office:

This agencies has oversight of construction, similar to the State Office of Education, as it relates to fire code in School District and Charter School facilities.

- Phone: 801-284-6350
- <http://publicsafety.utah.gov/firemarshal/>





UFOMA (Utah Facilities Operation and Maintenance Association):

"Providing facilities that fully support the K-12 educational program by improving serviceability, control, maintenance and operational cost of Utah's schools."

This group meets in the spring and fall each year, providing facility related training.

- <http://www.ufoma.org/>

Utah State Purchasing:

This agency can be helpful in providing general assistance with purchasing guidelines.

- 801-538-3026
- <http://purchasing.utah.gov/>

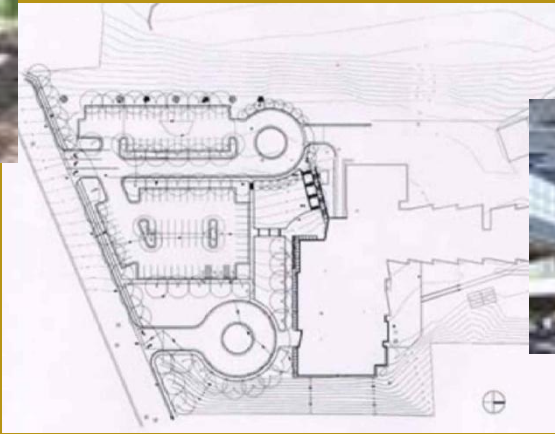


Note: There are additional requirements to general purchasing rules and codes for schools. Always check with your local School District or Charter School to see if your policies are more stringent.

INTEGRITY IN PROCUREMENT

Ten Procurement Ethical Conduct Items:

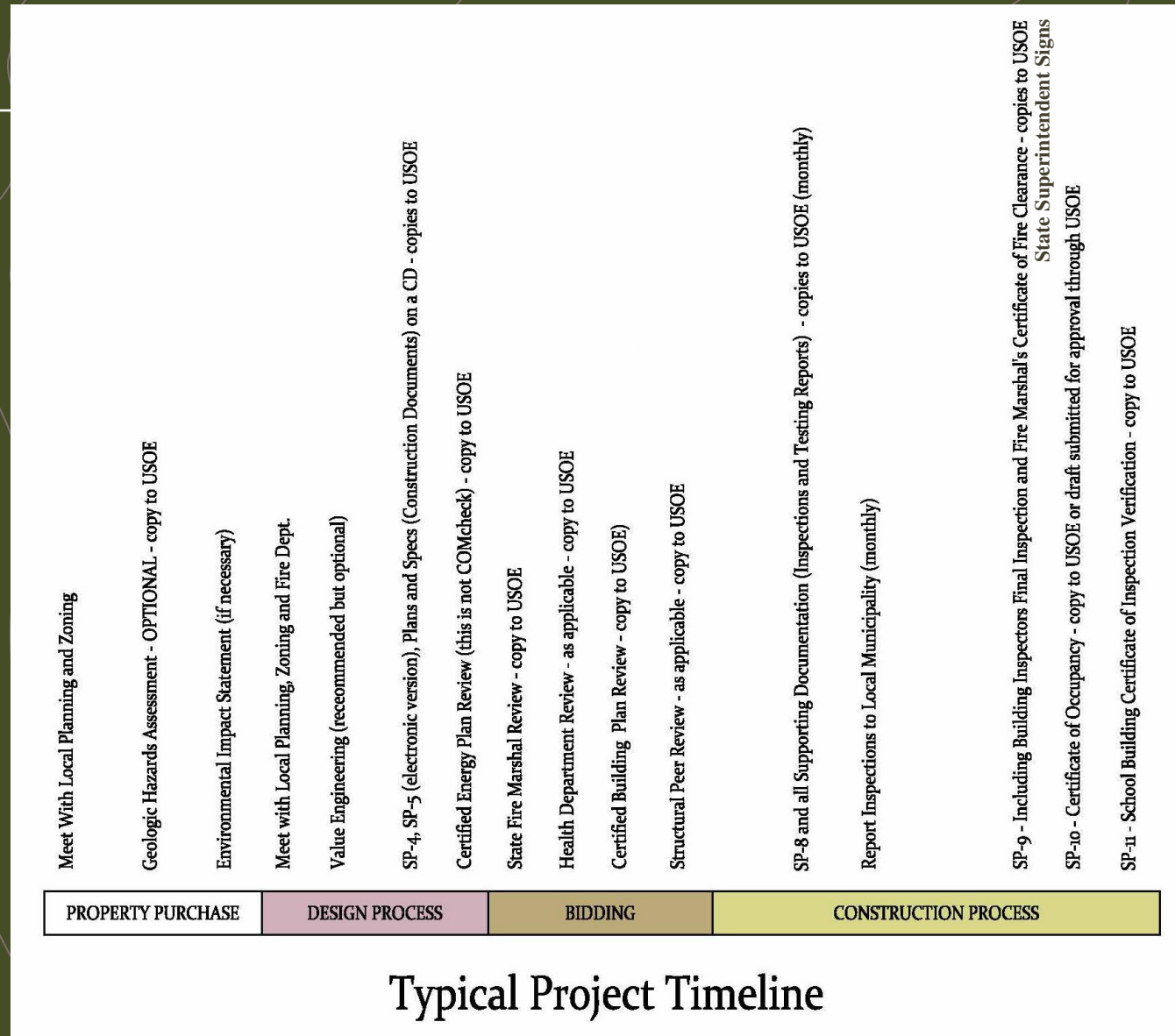
- Follow the Rules
- Protect the Economy
- Take Nothing
- Strive for Efficiency
- Follow the Rules
- Be Independent
- Maintain Confidentiality
- Remain a Trustee of the Public
- Do not Socialize with Vendors
- Do Not Play Favorites
- Act Only in the Public Interest



CONSTRUCTION



Construction Project Timeline



What is considered “Construction”?

- "Construction" means the process of building, renovation, alteration, improvement, or repair of any public building or public work.



What is not considered “Construction”?

- "Construction" does not mean the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.





School (Facility) Leasing Versus Owning Facilities:

- Leased facilities are treated and considered the same as owned, thus must follow the same requirements, *even if part of the lease agreement includes the lease holder paying the construction renovation costs.*



Schools Located on State Property:

- Construction projects for schools located on property, owned by the State of Utah, must comply with the most stringent requirement(s) between USOE and DFCM (Division of Facilities Construction & Management).

Reporting Renovations of Existing Facilities

There is no differentiation between reporting requirements for new facilities as opposed existing facilities being renovated, remodeled, added to, etc. Refer to the 'Pre-Construction Checklist' and the 'Active Construction and Closeout Checklist.'





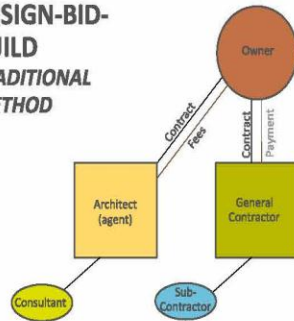
Acceptable Construction Delivery Methods

The following are the only allowable methods to use in School District or Charter School construction :

- **Construction Manager/
General Contractor (CMGC)**
- **Design/Build**
- **Design/Bid/Build**

UTAH K-12 PUBLIC SCHOOL CONSTRUCTION - APPROVED PROJECT DELIVERY METHODS

DESIGN-BID-BUILD TRADITIONAL METHOD



DESIGN-BID-BUILD (DBB):

This project delivery method involves the design team providing the complete construction design, then the project is advertised for construction, then the contractor is hired to perform the work outlined in the construction documents.

THE ADVANTAGES OF THIS PROCESS ARE:

- DBB is most universally understood.
- The "Low-Bid" for construction phase can bring competitive price control.*
- DBB can thwart favoritism.
- This process provides opportunities to pre-qualify bidders based on past performance and experience.
- Documents may be more thoroughly detailed and complete in order to avoid gaps and questions in bidding, thereby providing tighter document and cost control.

THE DISADVANTAGES OF THIS PROCESS ARE:

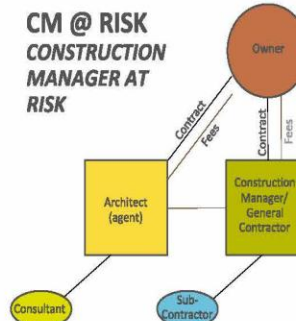
- "Lowest responsible bid" criterion for construction doesn't always award the most qualified contractors and leans heavily on the architect to police construction for quality.
- The construction team is hired too late to assist with design for constructability analysis or value engineering.
- This process can be more prone to conflict as the design team represents the owner and construction team represents the bottom line, which may place each in somewhat adversarial roles.
- The lowest bid based on bid documents may result in more contractor initiated change orders.
- Early packages and expedited schedules are not possible.
- There is a possibility for time delay, scope reduction or project cancellation due to bidding being over budget.

PREFERRED APPLICATIONS:

- Repeat or prototype school projects.
- Projects with a clear concise defined scope.
- Single facility projects.
- Projects with a flexible schedule.

*NOTE: Utah State Purchasing recommendation is never to use "low bid" instead, use "low bid with restrictions."

CM @ RISK CONSTRUCTION MANAGER AT RISK



CONSTRUCTION MANAGER/GENERAL CONTRACTOR (CM/GC) At Risk:

This project delivery method involves the use of a construction manager to assist with both design and construction, from design inception through completion of the project.

THE ADVANTAGES OF THIS PROCESS ARE:

- CM/GC allows for early introduction of construction expertise while maintaining a separate process to procure design and construction teams.
- This process allows procurement of the construction team based on evaluation criteria, and not just "lowest bid."
- CM/GC allows for price competition among construction teams on proposed fees.
- The architect acts as the owner's representative on site.
- The guaranteed maximum price (GMP), when agreed to during the design process, provides funding constraints that should be more accurate, at the end of the Design Development Phase.
- The guaranteed maximum price is set with a clear understanding of design, and guaranteed with a performance bond.
- The opportunity presents itself for an overlap of design and construction phases for faster project completion time.
- Constructability analysis and value engineering occur throughout the design process.
- There may be less time incurred in the procurement process than DBB.
- There may be less contractor initiated change orders because the CM/GC has a better understanding of construction documents and owner's intent.
- The owner understands the project budget from the beginning, thus allowing for the potential for scope enhancements/improvements as appropriate, as the project is awarded.

THE DISADVANTAGES OF THIS PROCESS ARE:

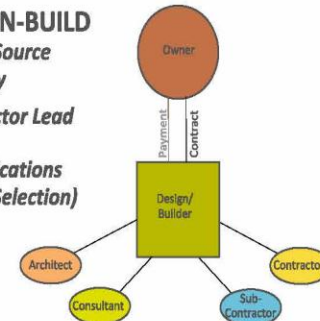
- There are additional contractor fees, due to the additional responsibilities of a construction manager during design.
- If contractor has insufficient experience in construction management he or she may be unable to provide the level of service and expertise on issues for constructability and value for the project.
- There is a possibility for inflated cost estimates to ensure CM's GMP is met at bid day, which can lead to reduced scope and/or quality before the GMP is set.
- CM/GC At-Risk can be the most problematic construction method, if either the architect or CM/GC do not have sufficient expertise.

PREFERRED APPLICATIONS:

- Complicated or Multiple Phased Projects.
- Projects with short timelines.
- Owners or clients with little construction knowledge or experience can be better supported by an experienced design team and CM/GC.

DESIGN-BUILD Single Source Delivery

Contractor Lead Team (Qualifications Based Selection)



DESIGN-BUILD (DB):

This project delivery method involves a single design builder or joint venture between a design builder and architect, responsible for both the design and construction services of a project.

THE ADVANTAGES OF THIS PROCESS ARE:

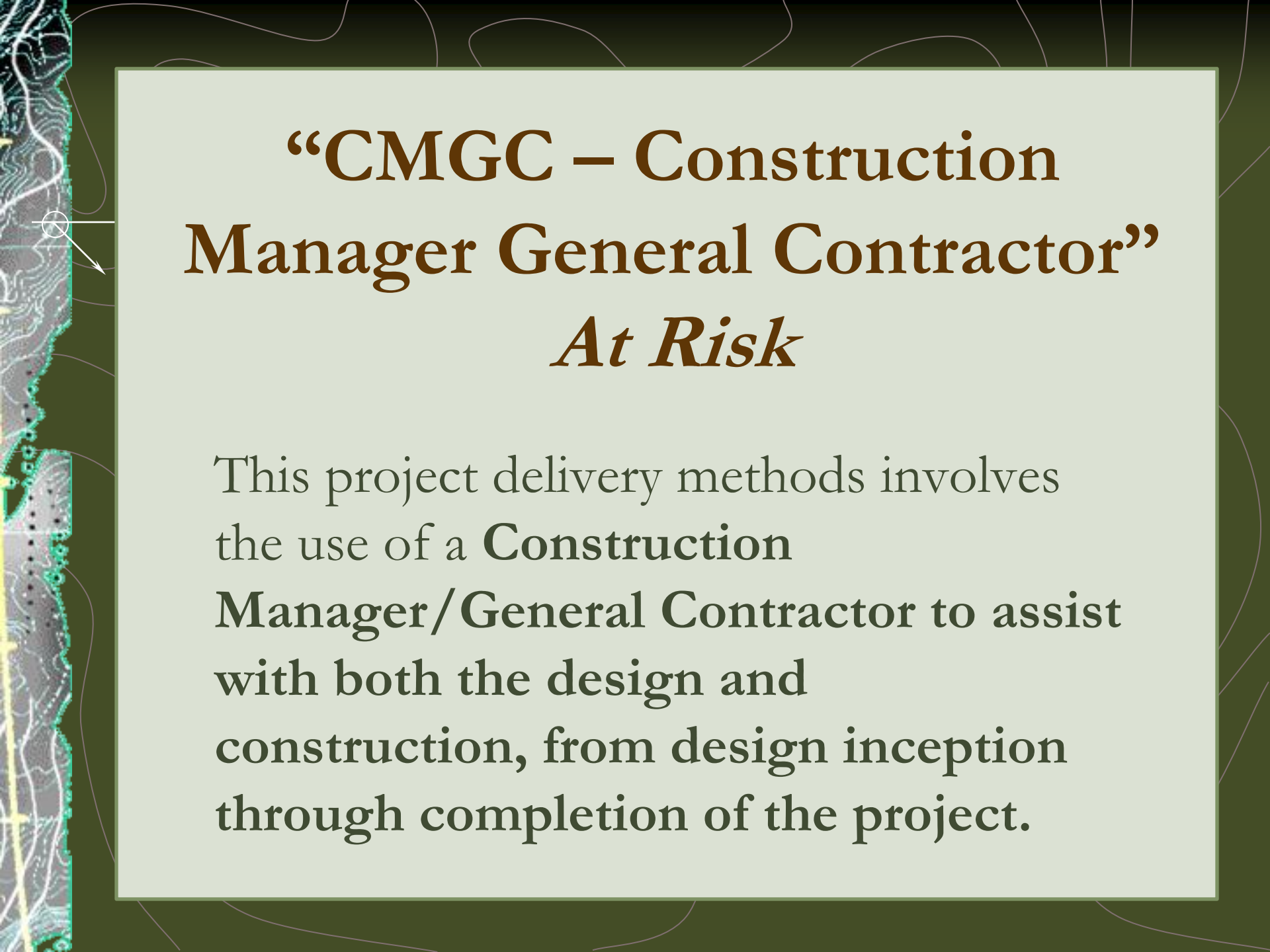
- The design team and contractor may be procured together, providing a complete team approach.
- This is a less complicated process, including simplified documents and bidding.
- Construction expertise is available from the beginning of design.
- This process should lead to value engineering and constructability improvements from the beginning of the design process.
- This process allows for the ability to fast track the project from conception to occupancy, and thus may save time.
- DB reduces the risk of needing re-design due to enhanced collaboration between owner, contractor and design team.
- DB provides a less adversarial relationship between design and construction teams, due to the fact that the architect works for the contractor not the owner.
- DB allows the ability to solve problems encountered with complicated or multiple phased projects as a complete team.
- The maximum allowable construction costs is agreed to by all parties in advance.

THE DISADVANTAGES OF THIS PROCESS ARE:

- Quality often suffers because the design-builder may have an incentive to reduce quality and scope of the project.
- If the owner is not highly qualified and/or experienced he or she may be taken advantage of during the project.
- Additional time and expenses are needed to clearly define the project scope before the DB team is on board.
- Stakeholder relationships become critical for success.
- There is not an independent architect on the owner's team to serve as "watchdog" over construction, which introduces the potential loss of checks and balances.
- This process is not understood as well as DBB, so construction performance can suffer.
- The DB process often stifles creativity and design solutions for the building.

PREFERRED APPLICATIONS:

- Projects for districts with experienced construction personnel on staff.
- Projects having short timelines.
- Complicated or multiple phased projects.



“CMGC – Construction Manager General Contractor” *At Risk*

This project delivery methods involves the use of a **Construction Manager/General Contractor** to assist with both the design and construction, from design inception through completion of the project.



“DB Design-Build”

This project delivery method involves a **single contractor or joint-venture, responsible for both design and construction services.** With a single source of responsibility for design and construction, a public entity is able to take advantage of the contractor's expertise in the design, resulting in a better product.

The background of the slide is a dark green topographic map. On the left side, there is a vertical strip showing a cross-section of terrain with contour lines and a yellow line representing a path or road. A white circle with a crosshair is located on the left side of the map, with a white arrow pointing towards the center of the slide.

DBB

Design-Bid-Build

This project delivery method involves the design team providing the complete construction design, then the project is advertised for construction, then the contractor is hired to perform the work outlined in the construction documents. This is considered traditional construction method.

SOW - Scope of Work

One of the most important and critical processes when contracting for services is the development of a *complete and comprehensive* Scope of Work, including:

- Bidding Documents;
- Plans;
- Specifications;
- Contracts, etc.




Make certain potential firms have a clear understanding of the scope of work



Procurement Codes and Rules Are Very Different for Construction?

- Any entity receiving state funding, including School Districts and Charter Schools, must to follow all State Purchasing and the State Board of Education codes, rules, requirements, and so forth.

NOTE: Individual School Districts and Charter Schools may have more stringent policies (but cannot be less stringent) than state codes and rules – please check local policies to ensure compliance.



Anyone Involved in the Construction/Procurement Process May Be Considered A Procurement Officer:

NOTE: *This includes all employees, board members, volunteers, etc., who may be involved with any portion of the procurement of school construction related services, including selection committees.*



Responsive and Responsible Offers/Bidders:

Responsive Offeror/Bidder:

- A offeror/bidder whose bid meets or exceeds administrative requirements, technical specifications, and contractual terms and conditions.

Responsible Offeror/Bidder:

- Offeror/Bidder has the ability in all respects to successfully perform the contract requirements.

SOIQs as Opposed to RFPs



An RFP (Request for Proposal): is the process/method used to procure a contractor.

School Districts and Charter Schools are not allowed to use this method in procuring architectural and engineering services.

Cost shall not be less than 30% of an RFP.

An SOIQ (Statement of Interest Qualifications): is the *only process allowable, when selecting and architect or engineer.*

Fee cannot be part of the SOIQ selection.

Pre-Construction Documents Must Be Submitted to USOE Prior to Construction Commencing



Pre-Construction Checklist

Revised – October 14, 2010

- ▶ Submit the **SP-4** form (Preliminary Information on Proposed School Facilities Construction in either the [Excel](#) or [pdf](#) format) and the **SP-5** form (Final Plan Data on Proposed School Facilities Construction in either [Excel](#) or [pdf](#) format), and supporting construction documents (plans and specifications) on a CD to the Utah State Office of Education (USOE), to the attention of Jenefer Youngfield (jenefer_youngfield@schools.utah.gov), prior to construction commencing. *This is requirement must be complied with prior to proceeding with any construction project in excess of \$99,999, to avoid loss of funding in relationship to the total cost of the construction project and/or the total MSP (NOTE: this exemption of reporting does not eliminate the need to obtain required inspections and reviews);*
- ▶ Provide evidence* that a building plan review has been completed by a certified commercial building plans examiner, including name, date, certification number, comments and responses for comments from review;
- ▶ Provide evidence* that a plan review of new or renovated school kitchen facilities has been completed by local health department authorities with comments and responses for comments from the kitchen plan review;
- ▶ Provide evidence* that a structural peer review of the plans has been completed, including the name of the independent third party structural engineer, date, comments and responses for comments from the review;
- ▶ Provide evidence* that an energy code review has been completed by a certified commercial energy plans examiner, including name, date, certification number, comments and responses for comments from review;
- ▶ Provide evidence* that the State Fire Marshal's office has reviewed the plans, including the date, name of the reviewer, comments and responses for each comment from the fire review.
- ▶ Provide a list of all inspectors, including special inspectors, with their certifications, license numbers, and license expiration date, who will be providing the inspections—this list must also be provided to Jenefer Youngfield, at USOE, when SP-4 and SP-5 forms are submitted.
- ▶ Comply with all Utah State Purchasing guidelines, including: R33-5-526 thru 550, R33-5-560 thru 650, R53A-20-101 R63G-6-701 thru 704 through the links listed: <http://le.utah.gov/~code/TITLE53A/53A20.htm> and <http://www.le.state.ut.us/UtahCode/selection.jsp?code=63G-6>
- ▶ Comply with all requirements set forth in Administrative Rule R277-471
<http://www.rules.utah.gov/publicat/code/r277/r277-471.htm>
- ▶ Comply with all requirements set forth in the School Construction Resource Manual
<http://www.schools.utah.gov/finance/facilities/>
- ▶ Comply with guidelines set forth in Utah Code 76-10-912, regarding the antitrust laws
<http://www.le.utah.gov/UtahCode/getCodeSection?code=76-10-912>
- ▶ Provide evidence* that the local municipality or county has reviewed and approved the project within parameters set in statute ([10-9a-305](#) Utah Code for municipalities and [17-27a-305](#) for counties).
<http://www.le.utah.gov/UtahCode/getCodeSection?code=10-9a-305>
<http://www.le.utah.gov/UtahCode/getCodeSection?code=17-27a-305>
- ▶ Provide evidence* of compliance with state and federal requirements for verification of contractors and subcontractors - U.S. citizenship of employees.
- ▶ Provide evidence* of compliance with the Excluded Parties List System for any projects federal funding is being used (www.epls.gov).
- ▶ Provide evidence* that proper procurements advertisement(s), RFP (Request for Proposal - for contractors), SOIQ (Statement of Interest of Qualifications - for architects), selections committees have been adhered to.
- ▶ *This item is now optional, but a suggested minimum guideline.* Evidence that geologic and seismic hazards have been considered at the proposed site for new construction: [Utah Geological Survey \(UGS\)](#) has performed an initial "screening" of the site for geological hazards; a qualified geo-technical consultant has conducted a technical investigation and a complete site-specific geologic-hazards evaluation; the geo-technical consultant's report has been submitted to UGS for review; UGS has evaluated the adequacy of the report and provided a review letter with a checklist with recommendations either approval or further identified work;

* Provide evidence indicates that actual documentation is required to be submitted to USOE.



Utah State Office of Education

School Finance and Statistics

250 East 500 South

PO Box 144200

Salt Lake City, Utah 84114-4200



FINAL PLANS DA*

1. School Name: _____
2. School Address: _____
3. School District: _____
4. Architect: _____
5. Type of Project: _____

A. _____ Compl

_____ Remo

B. Total Square

C. Number of St

E. Type of Struc

Type IV B, Typ

6. Scheduled Month & Year

7. Special instructional room

_____ KI

_____ A

_____ B

_____ G

_____ A

8. Other support spaces (to

_____ A

_____ A

_____ C

_____ Fi

_____ G

9. Total number of new reg

11. Total number of rooms (

Please submit all document

Phone: (801) 538-7669;

* This completed form must be included (preferably electronically, when a facility construction project proposal is initially submitted to the State Office of Education, in accordance with Administrative Rule R277-417 "Oversight of School Inspections", as passed on May 9, 2008.

Phone: (801) 538-7669; FAX: (801)

* This completed form must be included (preferably electronically, when a facility construction project proposal is initially submitted to the State Office of Education, in accordance with Administrative Rule R277-417 "Oversight of School Inspections", as passed on May 9, 2008.

SOE 06-2530-66
Revised May 13, 2009

Utah State Office of Education

School Finance and Statistics

250 East 500 South



SOE 06-2350-65
Revised September 18, 2011

Utah State Office of Education

School Finance and Statistics

250 East 500 South

PO Box 144200

Salt Lake City, Utah 84114-4200

SOE 06-2350-65
Revised May 13, 2009

SP - 4 FORM

PRELIMINARY INFORMATION ON PROPOSED SCHOOL FACILITIES CONSTRUCTION*

1. School Name: _____ Grades Housed: _____

2. School Address: _____

3. School District: _____

4. School District Building Official/Charter School Building Officer : _____

5. Date: _____

6. Type of Project: _____

A. _____ Complete New School _____ New Building(s) _____ Addition

_____ Remodel _____ New Location _____ Existing Location _____ Maintenance/Repair

B. Total Square Footage: _____ New _____ Remodeled

7. Architect/Engineer (Firm Name): _____

Project Lead Architect: _____

Address: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

8. Lead ICBO licensed inspector of record: _____ License #: _____

List inspector's name above, not the company providing service. If the inspector listed above is not combination

Will state building aid be used in financing this project?

_____ Yes _____ No If yes, what type? _____

12. Preliminary cost estimate? _____ Estimated completion date: _____

Please submit all documentation to: Utah State Office of Education

Jenefer Youngfield, School Construction Inspection Specialist

School Finance and Statistics

250 East 500 South

PO Box 144200

Salt Lake City, UT 84114 4200

Phone: (801) 538-7669; FAX: (801) 538-7729

E-Mail: jenefer.youngfield@schools.utah.gov

* This completed form must be included (preferably electronically, when a facility construction project proposal is initially submitted to the State Office of Education, in accordance with Administrative Rule R277-417 "Oversight of School Inspections", as passed on May 9, 2008.

I:/facilities/SP-5 and SP-4 Forms Updated

SP-4,
SP-4a
and
SP-5
Forms

Current requirements related to the submission of building inspection reports as of November 1, 2011 for school construction:

For School Districts:

1. If Using an Independent Building Inspector:

- ▶ Copy of ALL INSPECTION CERTIFICATES and TESTING, along with summaries to **USOE monthly; summaries to city and county.**
- ▶ Seek Certificate of Occupancy from State Superintendent:
 - Superintendent has 30 days to act
 - Copy of Certification Inspection Verification to **USOE; and to city and county;**
 - May temporarily occupy for up to 90 days if no fire/life safety problems, upon receipt of temporary.
- ▶ Copy of Certification of Occupancy to **City/County.**
- ▶ Superintendent may charge actual costs.
- ▶ Superintendent may contract with city/county.

2. If Using a School District Building Inspector:

- ▶ Copy of ALL INSPECTION CERTIFICATES and TESTING, along with summaries to **USOE and city/county monthly.**
- ▶ If SDBO signs Certificate of occupancy:
 - Copy of Certification of Occupancy and Certification Inspection Verification to **USOE and city/county.**

3. If Using a City/County Building Inspector:

- ▶ Copy of ALL INSPECTION CERTIFICATES and TESTING, including final inspection, along with summaries to **USOE and city/county monthly.**
- ▶ Copy of Certification of Occupancy and Certification Inspection Verification to **USOE.**

For Charter Schools:

1. If Using an Independent Building Inspector:

- ▶ Copy of ALL INSPECTION CERTIFICATES and TESTING, along with summaries to **USOE monthly; summaries to city and county.**
- ▶ Seek Certificate of Occupancy from State Superintendent:
 - Superintendent has 30 days to act
 - Copy of Certification Inspection Verification to **USOE; and to city and county;**
 - May occupy for up to 90 days if no fire/life safety problems, upon receipt of temporary.
- ▶ Copy of Certification of Occupancy to **City/County.**
- ▶ Superintendent may charge actual costs.
- ▶ Superintendent may contract with city/county.

2. If Using a School District Building Inspector:

- ▶ Copy of ALL INSPECTION CERTIFICATES and TESTING, along with summaries to **USOE and city/county monthly.**
- ▶ If SDBO signs Certificate of Occupancy:
 - Copy of Certification of Occupancy and Certification Inspection Verification to **USOE and city/county.**

3. If Using a City/County Building Inspector:

- ▶ Copy of ALL INSPECTION CERTIFICATES and TESTING, including final inspection, along with summaries to **USOE and city/county monthly.**
- ▶ Copy of Certification of Occupancy and Certification Inspection Verification to **USOE.**

New School Construction Building Permit & Plan Review Fees

(samples of actual fees if School Districts/Charter Schools were required to pay)

NEW ELEMENTARY SCHOOL	NEW JUNIOR HIGH SCHOOL	NEW HIGH SCHOOL
65,000 Area Sq. Ft.	165,000 Area Sq. Ft.	250,000 Area Sq. Ft.
\$185.00 Cost Sq. Ft.	\$180.00 Cost Sq. Ft.	\$175.00 Cost Sq. Ft.
\$12,025,000.00 Total Cost	\$27,900,000.00 Total Cost	\$43,750,000.00 Total Cost
Building Permit Fee	Building Permit Fee	Building Permit Fee
\$45,850.00	\$103,793.75	\$161,646.25

Note: Schools & Charter Schools are not required to obtain building permits

Building Renovation

Building Permit & Plan Review Fees

(samples of actual fees if School Districts/Charter Schools were required to pay)

KITCHEN REMODEL	OFFICE RENOVATION	8 CLASSROOM ADDITION
		9,720 Area Sq. Ft.
		\$215.00 Cost Sq. Ft.
\$775,000.00 Total Cost	\$450,000.00 Total Cost	\$2,089,800.00 Total Cost
Building Permit Fee	Building Permit Fee	Building Permit Fee
\$4,540.00	\$2,953.75	\$9,586.52

1997 Uniform Building Code

TABLE 1-A BUILDING PERMIT FEES

TOTAL VALUTATION	FEE
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to an including \$2,000.00
\$2001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof

PLAN REVIEW FEE IS AN ADDITIONAL 65% OF THE TOTAL COST OF A BUILDING PERMIT



Failure to Report to USOE - Prior to Construction Commencing

- A nonrefundable fine in the amount of one half of one percent of the total construction costs shall be assessed School Districts and Charter Schools that fail to report new or remodeling projects to USOE that exceed \$99,999 before construction begins.

R277-471-9-C-3. Enforcement

Failure to Report Non-Refundable Fine

R277-471-9 – Loss of $\frac{1}{2}$ of 1%

(Samples of loss of revenue for a Charter School based on an average facility cost.)

NEW CHARTER SCHOOL

$\frac{1}{2}$ % Fine

\$5,583,433.18 Average Facility Cost

\$27,917.42 Total Lost Revenue

Interruption of State Aid Dollars (MSP)

R277-471-9 - Based on Months Non-Compliant

(Samples of loss of revenue School Districts/Charter Schools)

Based on an average
monthly MSP allocation of: → **\$265,268.00.1**

TEN PERCENT

TOTAL FUNDS INTERRUPTED
FOR THE FIRST MONTH

\$26,526.80

TWENTY FIVE PERCENT

TOTAL FUNDS INTERRUPTED
FOR THE SECOND MONTH

\$66,317.00

FIFTY PERCENT

TOTAL FUNDS INTERRUPTED
EVERY MONTH THEREAFTER

\$132,634.00

SP-9 Final Inspection Certification

School District/Charter School

UTAH STATE OFFICE OF EDUCATION

Final Inspections have

In Accordance with the

Job Name/Description: _____ Address: _____

General Contractor: _____

Final Inspections		
Bldg/Arch	Structural	Mechanic:
<input type="checkbox"/> Fireproof	<input type="checkbox"/> Footings	<input type="checkbox"/> Rough--Above
<input type="checkbox"/> Waterproof	<input type="checkbox"/> Formwork	<input type="checkbox"/> Rough--Under
<input type="checkbox"/> Underground	<input type="checkbox"/> Foundation	<input type="checkbox"/> Ductwork
<input type="checkbox"/> Drywall/Paint	<input type="checkbox"/> Rebar	<input type="checkbox"/> Insulation
<input type="checkbox"/> Roofing	<input type="checkbox"/> Framing	<input type="checkbox"/> Air Tests
<input type="checkbox"/> Compaction	<input type="checkbox"/> Columns	<input type="checkbox"/> Equipment
<input type="checkbox"/> Final Grade	<input type="checkbox"/> Steel	<input type="checkbox"/> Refrigeratio
<input type="checkbox"/> Accessibility	<input type="checkbox"/> Masonry	<input type="checkbox"/> Controls
<input type="checkbox"/>	<input type="checkbox"/> Decking	<input type="checkbox"/> Hydronic Tr
<input type="checkbox"/>	<input type="checkbox"/> Bolts/Welds	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State Licensed Certifier

Building/Architectural:

Name: _____ Sta

Structural:

Name: _____ Sta

Mechanical:

Name: _____ Sta

Plumbing:

Name: _____ Sta

Electrical:

Name: _____ Sta

Other/Special:

Name: _____

Building Official Signature: _____

Please e-mail this form to Jenefer Youngfield: jenefer.youngfield@



Construction Inspection Summary Report

School District/Charter School

(For all projects exceeding \$99,999)

Form SP-8
Revised March 2010

Inspections for Month of: _____	Year: _____	USOE Project Number: _____
Job Name/Description: _____	Address: _____	Form Completed by: _____
_____	_____	Title: _____
_____	_____	State License Number: _____
_____	_____	Discipline: _____

General Contractor: _____

Total Number of Inspections for Period: _____

Building/Architectural	Notes	Structural	Notes
<input type="checkbox"/> Fireproof		<input type="checkbox"/> Footings	
<input type="checkbox"/> Waterproof		<input type="checkbox"/> Formwork	
<input type="checkbox"/> Underground		<input type="checkbox"/> Foundation	
<input type="checkbox"/> Drywall/Paint		<input type="checkbox"/> Rebar	
<input type="checkbox"/> Roofing		<input type="checkbox"/> Framing	
<input type="checkbox"/> Compaction		<input type="checkbox"/> Columns	
<input type="checkbox"/> Final Grade		<input type="checkbox"/> Steel	
<input type="checkbox"/> Accessibility		<input type="checkbox"/> Masonry	
<input type="checkbox"/>		<input type="checkbox"/> Decking	
<input type="checkbox"/>		<input type="checkbox"/> Bolts/Welds	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	

Mechanical	Notes	Plumbing	Notes
<input type="checkbox"/> Rough--Above Ground		<input type="checkbox"/> Rough Underground	
<input type="checkbox"/> Rough--Under Ground		<input type="checkbox"/> Underground Gas	
<input type="checkbox"/> Ductwork		<input type="checkbox"/> Above Rough	
<input type="checkbox"/> Insulation		<input type="checkbox"/> Sewer	
<input type="checkbox"/> Air Tests		<input type="checkbox"/> Culinary	
<input type="checkbox"/> Equipment		<input type="checkbox"/> Roof Drain	
<input type="checkbox"/> Refrigeration		<input type="checkbox"/> Testing	
<input type="checkbox"/> Controls		<input type="checkbox"/> Finish	
<input type="checkbox"/> Hydronic Test		<input type="checkbox"/> Fire Sprinkler--Rough	
<input type="checkbox"/>		<input type="checkbox"/> Fire Sprinkler--Finish	
<input type="checkbox"/>		<input type="checkbox"/>	

Electrical	Notes	Other/Special	Notes
<input type="checkbox"/> Rough Underground		<input type="checkbox"/> Boiler	
<input type="checkbox"/> Finish Electrical		<input type="checkbox"/> Pressure Vessels	
<input type="checkbox"/> Fire Alarm		<input type="checkbox"/> Elevators	
<input type="checkbox"/> Sound		<input type="checkbox"/>	
<input type="checkbox"/> Computer Cable		<input type="checkbox"/>	
<input type="checkbox"/> Telephone Cable		<input type="checkbox"/>	
<input type="checkbox"/> Security/Energy		<input type="checkbox"/>	
<input type="checkbox"/> Rough Above Ground		<input type="checkbox"/>	
<input type="checkbox"/> Power Service		<input type="checkbox"/>	

Building Official Signature: _____ Date: _____

Please e-mail this form to Jenefer Youngfield: jenefer.youngfield@schools.utah.gov.

SP-8
and
SP-9
Forms

SP-10 and SP-11 Forms

School Finance

250 East 500 South
PO Box 144200
Salt Lake City, Utah 84114-4200

Date:

SP-11 FORM

SCHOOL CONSTRUCTION BUILDING CERTIFICATE OF VERIFICATION AND PERFORMANCE EVALUATION FORM

School/Facility Name:
School Address:
School District:
Municipality or County Jurisdiction:

Type of Construction Project:
Please check *all* that apply

- ☐ Complete New Facility & SI
☐ Remodel

Existing Square Footage: New Square Footage:
Project Description:

Owner of the School or Facility:
Owner's Address:
Superintendent or Executive Officer:

Building Codes and Edition(s) Applicable to the Project:
Construction Classification(s) - (1A, 1B, II A, II B, III A, III B, IV A, IV B, V A, V B) -
Occupancy Classification:
Occupant Load of Project Area:
Temporary Certificate of Occupancy - From (Date):
Date of Issuance of Permanent Certificate of Occupancy:

Final Square Footage (Including new and existing):
Square Footage Final from Original SP4 & 5 Forms: ☐ No Change
Final Construction Cost: Construction

Prime Architect/Engineer/Design Professional (Firm):

Construction Firm Name:

Construction Firm Project Superintendent:

The structure(s) or portions thereof have been inspected and found to comply with the adopted building code for the occupancy and the use for which the proposed occupancy is classified.

Form SP-10
Revised April 2009

Certificate of Occupancy

In Accordance with the State Adopted Building Code (58-56-4 UCA)

for

_____ School District

for

_____ (Name of Building)

USOE Project Number: _____

Address of Building: _____

Address of School Board: _____


Portion of Building for Which this Certificate of Occupancy is Issued:

Entire Building _____
Areas Listed Below Only:

It is certified that the described portion of the above listed building has been inspected for compliance with the requirements of the latest edition of the state adopted building code (58-56-4 UCA) for the group and division of occupancy and the use for which the proposed occupancy is classified.

Building Official Name: _____

Building Official Signature: _____ Date: _____



All Items Must
Be Completed
& Submitted -
Before the
Certificate of
Occupancy
Can Be Issued



Active Construction and Project Closeout Checklist

September 30, 2010

Active Project Requirements

- ▶ Submit **SP-8** forms (Construction Inspection Summary in either the [Excel](#) or [pdf](#) format) monthly throughout the construction project, to Jenefer Youngfield, at the Utah State Office of Education (USOE) (jenefer.youngfield@schools.utah.gov). This includes months in which inspections are not performed but the project is still active (indication on the form submitted would include a statement to the effect of "no inspections and/or tests were performed on this project for this month"). *Reporting compliance is required for **any** construction project in excess of \$99,999 (NOTE: this exemption of reporting does not eliminate the need to obtain required inspections and reviews under this dollar amount as outlined in the International Building Code), to avoid loss of Minimum School Program funding;*
- ▶ Submit all inspection and testing reports for the construction project monthly, to Jenefer Youngfield, at USOE (jenefer.youngfield@schools.utah.gov). This may be submitted electronically, directly by the testing and/or inspection firms when submitted to the school district or charter school.

Project Closeout Requirements

- ▶ Submit **SP-9** (Final Inspection Certification Summary in either the [Excel](#) or [pdf](#) format) completed form with backup documentation to support information on the form;
- ▶ Submit a copy of the final inspection from the licensed building inspector of record;
- ▶ Submit a copy of the 'Certificate of Fire Clearance' issued by State Fire Marshal's office;
- ▶ Submit **SP-10** (Certificate of Occupancy in either the [Excel](#) or [pdf](#) format) if the licensed inspections were performed by one of the two following sources: inspector employed by the school district in which the facility is located or by the local jurisdiction (city or county) in which the facility is located or the Certificate of Occupancy the USOE Superintendent signs if the licensed inspections were performed by an independent inspector (this includes inspectors performing services for construction projects outside of the school district or jurisdiction they are employed) in either the [Excel](#) or [pdf](#) format) completed form is sent to Jenefer Youngfield (jenefer.youngfield@schools.utah.gov);
- ▶ Submit **SP-11** (USOE School Building Certificate of Final Inspection in either the [Word](#) or [pdf](#) format) completed form to Jenefer Youngfield (jenefer.youngfield@schools.utah.gov).

NOTE: *Receipt of the licensed inspector's final inspection and/or the Utah State Fire Marshal's 'Certificate of Fire Clearance' does not fulfill the requirement of a 'Certificate of Occupancy.' Occupancy of a facility may not be allowed until a permanent or temporary 'Certificate of Occupancy' has been issued by the appropriate authority.*

Visiting the USOE 'Facilities' website is recommended prior to commencement work on new construction projects to ensure proper usage of required forms, reporting, reviewing of updated information, etc., at the following site:

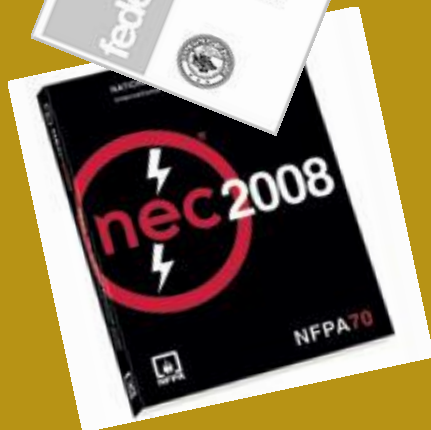
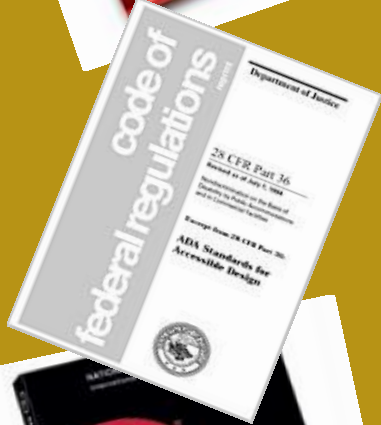
<http://www.schools.utah.gov/finance/facilities/default.htm>



Certificate of Occupancy

- All construction projects must have a ‘Certificate of Occupancy’ issued, prior to individuals occupying the space(s).
- Failure to obtain the ‘Certificate of Occupancy’ opens the door for the local jurisdiction’s fire and building department(s) the right to restrict the facility to occupants

FACILITY RELATED CODES





Basis for Building Codes:

- Building codes are the minimum requirements established for the preservation of life and safety of individuals.
- Generally building codes are updated every three years. The State of Utah usually adopts the new codes, one year after they are published.



Failure to Report to USOE– Throughout Construction

...in accordance with Section 53A-1-401(3) and 53A-17a-144(4)(d)...USOE shall interrupt the Minimum School Program fund transfer process to the following extent:

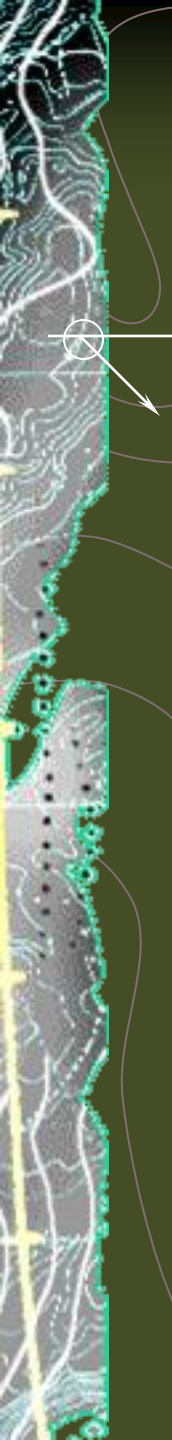
- (a) **10 percent** of the total monthly Minimum School Program transfer amount the first month;
- (b) **25 percent** in the second month; and
- (c) **50 percent** in the third and subsequent months.



School Construction

Inspections – Three Options

- **Internal Inspections** - performed by the Appropriately Licensed and/or Certified Employee(s) of the School District;
- **Local Jurisdiction Inspections** - the City or County the Construction Project is Housed;
- **Independent Inspections** - performed by those not Employed by the Local Jurisdiction or School District the Construction Project is Housed.



Construction Inspections Required:

- International (Building) Code Council (ICC), ADA, Fire Code, Health Department requirements as well as federal, state codes, rules, guidelines, etc., must be complied with.
- The only items not required to be inspected are those listed as exceptions in the various building code manuals.

The following are the **only** ***construction examples exempt*** from inspections as well as reporting to USOE when the project exceeds \$99,999:

- One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet.
- Retaining walls that are not over 4 feet .
- Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below and are not part of an accessible route.

NOTE: This follows permitting requirements of the 2009 International Building Code

Construction examples exempt from inspections and reporting:

- Fences not over 6 feet high
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height.
- Temporary motion picture, television and theater stage sets and scenery.

NOTE: This follows permitting requirements of the 2009 International Building Code

Construction examples exempt from inspections and reporting:

- Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
- Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
- Swings and other playground equipment accessory to detached one- and two-family dwellings.

NOTE: This follows permitting requirements of the 2009 International Building Code

Construction examples exempt from inspections and reporting:

- Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support of Groups R-3 and U occupancies.
- Oil derricks.
- Water tanks on grade whose capacity does not exceed 5,000 gallons.

NOTE: This follows permitting requirements of the 2009 International Building Code

FACILITY OPERATION AND MAINTENANCE



School Construction Resource Manual – Chapter 8

http://www.schools.utah.gov/finance/DOCS/facilities/SCRManual-Chapter8.aspx - Windows Internet Explorer

http://www.schools.utah.gov/finance/DOCS/facilities/SCRManual-Chapter8.aspx

Convert Select

Favorites Suggested Sites Web Slice Gallery Yahoo! Western States Contractin... WebCrawler Utah Transparent Utah Taxpayers Associatio...

http://www.schools.utah.gov/finance/DOCS/faci...

USOE School Finance & Statistics
Facilities & Safety

Facilities Financial Reports Minimum School Program Statistics Taxation Transportation

Search

8. Maintenance and Operation of Buildings

Revised 12 September 2007

The average age of Utah educational facilities today is somewhere between 30 and 50

School Safety
Resource Manual

- 1. Facilities Planning
- 2. School District Building Official

Maintenance and Operation of Buildings

School Construction Resource Manual – Chapter 8 Index

- Indoor Air Quality
- Hazardous Waste
- Legal Liability in Building Maintenance and Operations
- Graffiti Removal and Prevention
- Radon Gas




Maintenance and Operation of Buildings

*School Construction Resource Manual –
Chapter 8 Index continued...*

- Asbestos Removal/Containment
- The Americans with Disabilities Act (ADA)
- Roof Inspection Management and Maintenance
- Underground Natural Gas Piping
- Relocatable Building Issues





Maintenance and Operation of Buildings

*School Construction Resource Manual –
Chapter 8 Index continued...*

- Outdoor Learning Play Center
- Fire Extinguishing Systems Inspection and Test
- Fire and Structural Wall Identification
- Nonstructural Earthquake Hazards
- Storage of Flammable and Combustible Liquids

R392-200 Design, Construction, Operation, Sanitation and Safety of Schools

- Schools are required to comply with this Health Department Rule:

- <http://www.rules.utah.gov/publicat/code/r392/r392-200.htm>





School/Facility Safety

School/Facility safety can be broken into two different (but not always independent from each other) facets:

- Facility Related
- People Related (Student, Staff, Patron, Public, Etc.)

A Brief Overview of What Should be Considered for a School Safety Program:

- Safety and security of buildings and grounds;
- Development and enforcement of policies;
- Procedures for data collection;
- Development of intervention and prevention plans;
- Level of staff development;



School Safety Brief Overview

continued...

- Opportunities for student involvement;
- Level of parent and community involvement;
- Development of crisis management plans;
- Standards for safety and security personnel;
- Role of law enforcement;
- Americans with Disabilities Act;
- Emergency response plans.



Facilities Safety – References/ Resources



USOE School Finance - Safety - Windows Internet Explorer

http://www.schools.utah.gov/finance/Facilities/References/Safety.aspx

USOE School Finance - Safety

Utah STATE OFFICE OF Education

DEPARTMENTS DATA & STATISTICS INFORMATION PARTNERS CONTACT CALENDAR

USOE Home » School Finance » Facilities » References

Home
Calendar/Due Dates
External Links
Financial Reports
Facilities
School Construction Resource Manual
School Facility Safety
Forms
Law and Rules
School Construction Procurement
Building Records
References

School Finance Reference

Facilities

Safety and Security

[Auditing Schools for Safety \(Virginia\)](#)

[Auditing Schools for Safety FAQs \(Virginia\)](#)

[Pipeline Safety: Pipeline Industry Implementation of Effective Public Awareness Programs](#)

[Pipeline Safety, Utah Division of Public Utilities](#)

[A Practical Guide for Crisis Response in Our School and Acute Traumatic Stress Management](#)

http://www.schools.utah.gov/finance/Facilities/References/Safety.aspx

Playground Safety

Public Playground Safety Handbook



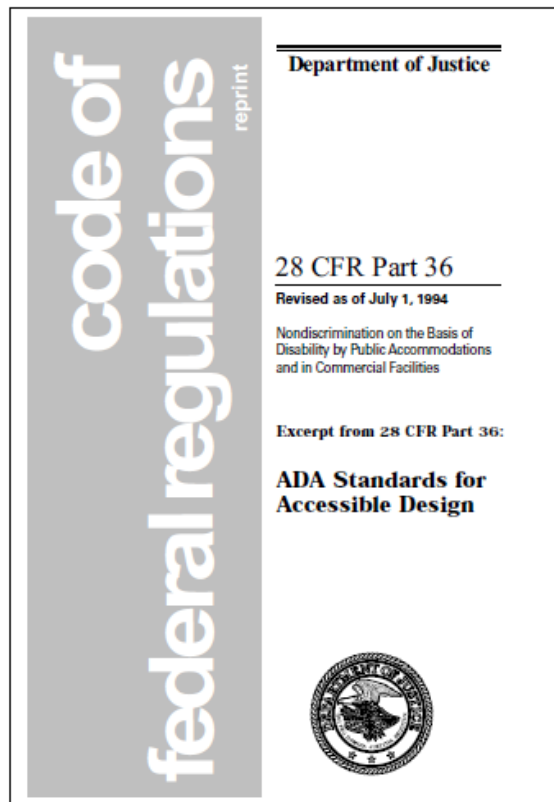
U.S. Consumer Product Safety Commission
Saving Lives and Keeping Families Safe

- <http://www.schools.utah.gov/finance/Facilities/School-Facility-Safety.aspx>

Americans With Disability Act (ADA)

Effective March 11, 2011:

2010 Standards - www.ada.gov



Department of Justice

[ADA Home Page](#) | [ADA Publications](#) | [Enforcement](#) | [Site Map](#) | [Sea](#)



U.S. Department of Justice

ADA STANDARDS FOR ACCESSIBLE DESIGN

[ADA Standards \(PDF\)](#) (4.5 MB file) | [ADA Standards \(HTML\)](#)

As published in the [Title III regulations](#) (28 CFR Part 36, revised July 1, 1994) issued by the Department of Justice. The ADA Standards for Accessible Design are in Appendix A of the Title III Regulations.

• [ADA Standards for Accessible Design \(Acrobat PDF format\)](#) (4.5 MB file)

The PDF version of the ADA Standards contains the full formatted text and graphics, as published in the Code of Federal Regulations, complete with links to figures, graphics and cross-referenced sections, making it easier for users to quickly read and understand related requirements.



Due to the size of the file, it may take some time to open unless a high speed internet connection is used. The file may be downloaded and saved to a computer and once this is done, it may be viewed without having to use the

Earthquake Safety



Earthquake Safety

■ [EES Home](#)

■ [About EES](#)

■ [Teaching Activities](#)

■ [Utah and Intermountain West Earthquakes](#)

■ [Research Info For the Public and Teachers](#)

■ [Photo Exhibit](#)

■ [Earthquake Safety](#)

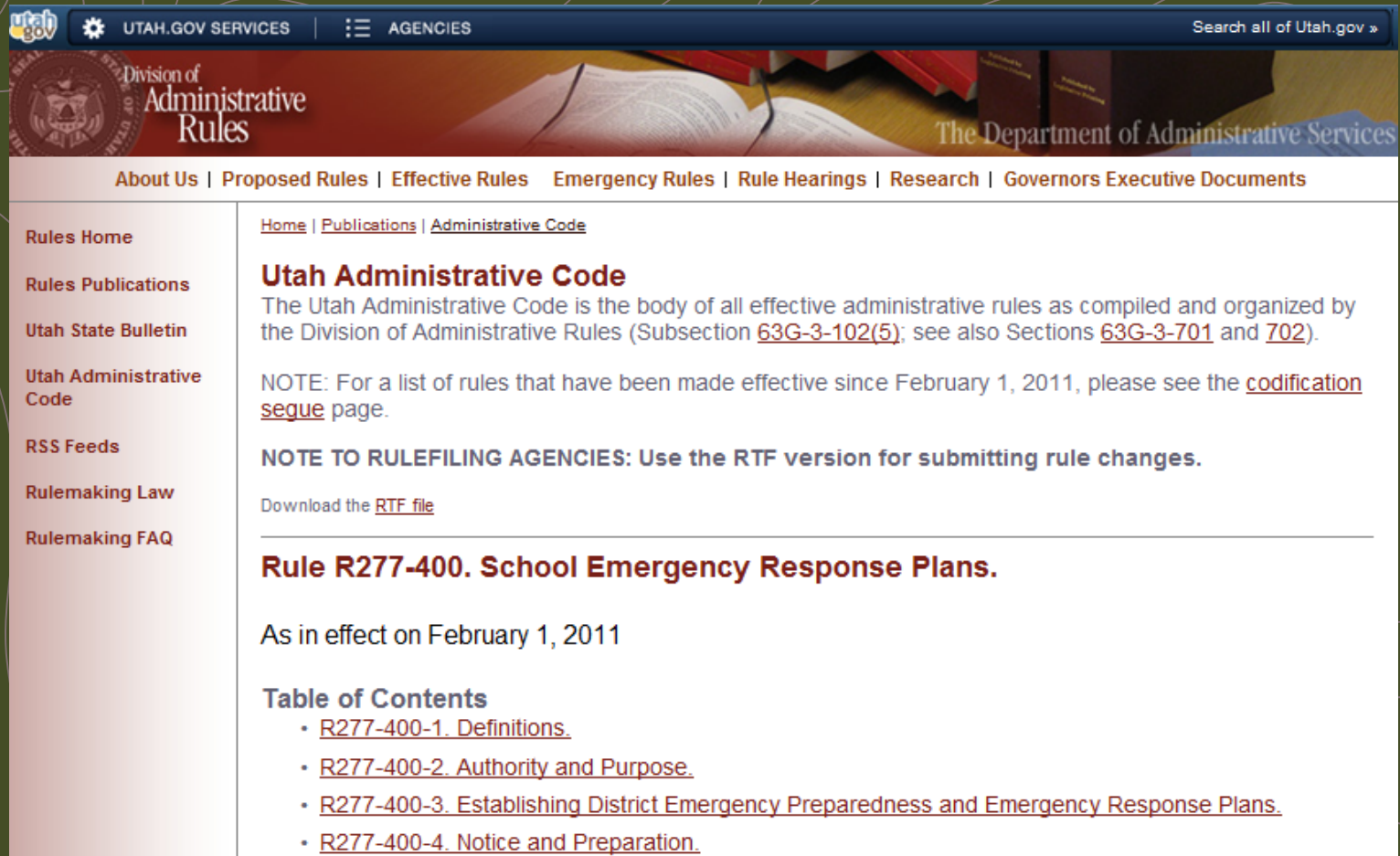
Earthquakes cannot be predicted!

In an ideal world, scientists would be able to accurately predict earthquakes with enough notice so that communities could prepare by spending money to reinforce important infrastructures (e.g. airports and freeways), ensure that everyone is home, not traveling, and out of dangerous buildings, ensure that businesses would have time to prepare and implement plans that will allow them to lose as little time as possible, and ensure that governments can work to reduce or eliminate any economic downturn that earthquakes usually cause.

However, scientists cannot determine when an earthquake might occur so that preparations can be made in an efficient and highly cost effective manner. Instead, advance preparation and commitment of resources before an earthquake occurs is the best way of dealing with the problems associated with living in earthquake country.

<http://www.seis.utah.edu/edservices/EES/EarthquakeSafety.shtml>

School Emergency Response Plan –



The screenshot shows the Utah Administrative Code website. The header includes the Utah.gov logo, navigation links for 'UTAH.GOV SERVICES' and 'AGENCIES', and a search bar. Below the header is a banner for the 'Division of Administrative Rules' and 'The Department of Administrative Services'. A navigation bar lists links: 'About Us', 'Proposed Rules', 'Effective Rules', 'Emergency Rules', 'Rule Hearings', 'Research', and 'Governors Executive Documents'. The left sidebar contains links: 'Rules Home', 'Rules Publications', 'Utah State Bulletin', 'Utah Administrative Code', 'RSS Feeds', 'Rulemaking Law', and 'Rulemaking FAQ'. The main content area features the 'Utah Administrative Code' title, a description of the code, a note about rule filings, and a link to download the RTF file. The specific rule highlighted is 'Rule R277-400. School Emergency Response Plans.', which is 'As in effect on February 1, 2011'. A 'Table of Contents' is provided with links to sections 1 through 4.

UTAH.GOV SERVICES | AGENCIES | Search all of Utah.gov »

Division of Administrative Rules | The Department of Administrative Services

About Us | Proposed Rules | Effective Rules | Emergency Rules | Rule Hearings | Research | Governors Executive Documents

Rules Home
Rules Publications
Utah State Bulletin
Utah Administrative Code
RSS Feeds
Rulemaking Law
Rulemaking FAQ

[Home](#) | [Publications](#) | [Administrative Code](#)

Utah Administrative Code

The Utah Administrative Code is the body of all effective administrative rules as compiled and organized by the Division of Administrative Rules (Subsection [63G-3-102\(5\)](#); see also Sections [63G-3-701](#) and [702](#)).

NOTE: For a list of rules that have been made effective since February 1, 2011, please see the [codification segue](#) page.

NOTE TO RULEFILING AGENCIES: Use the RTF version for submitting rule changes.

Download the [RTF file](#)

Rule R277-400. School Emergency Response Plans.

As in effect on February 1, 2011

Table of Contents

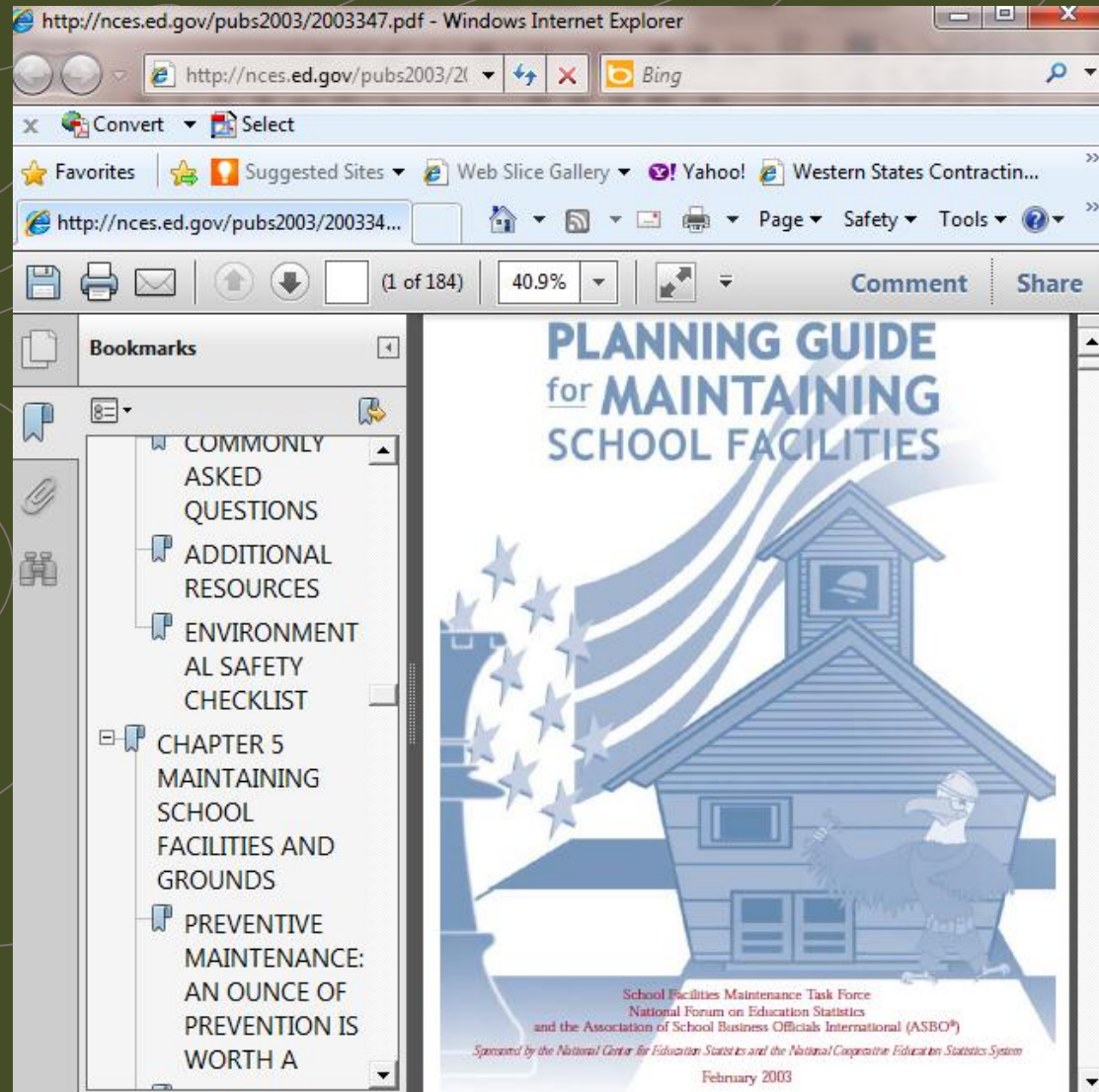
- [R277-400-1. Definitions.](#)
- [R277-400-2. Authority and Purpose.](#)
- [R277-400-3. Establishing District Emergency Preparedness and Emergency Response Plans.](#)
- [R277-400-4. Notice and Preparation.](#)

<http://www.rules.utah.gov/publicat/code/r277/r277-400.htm>

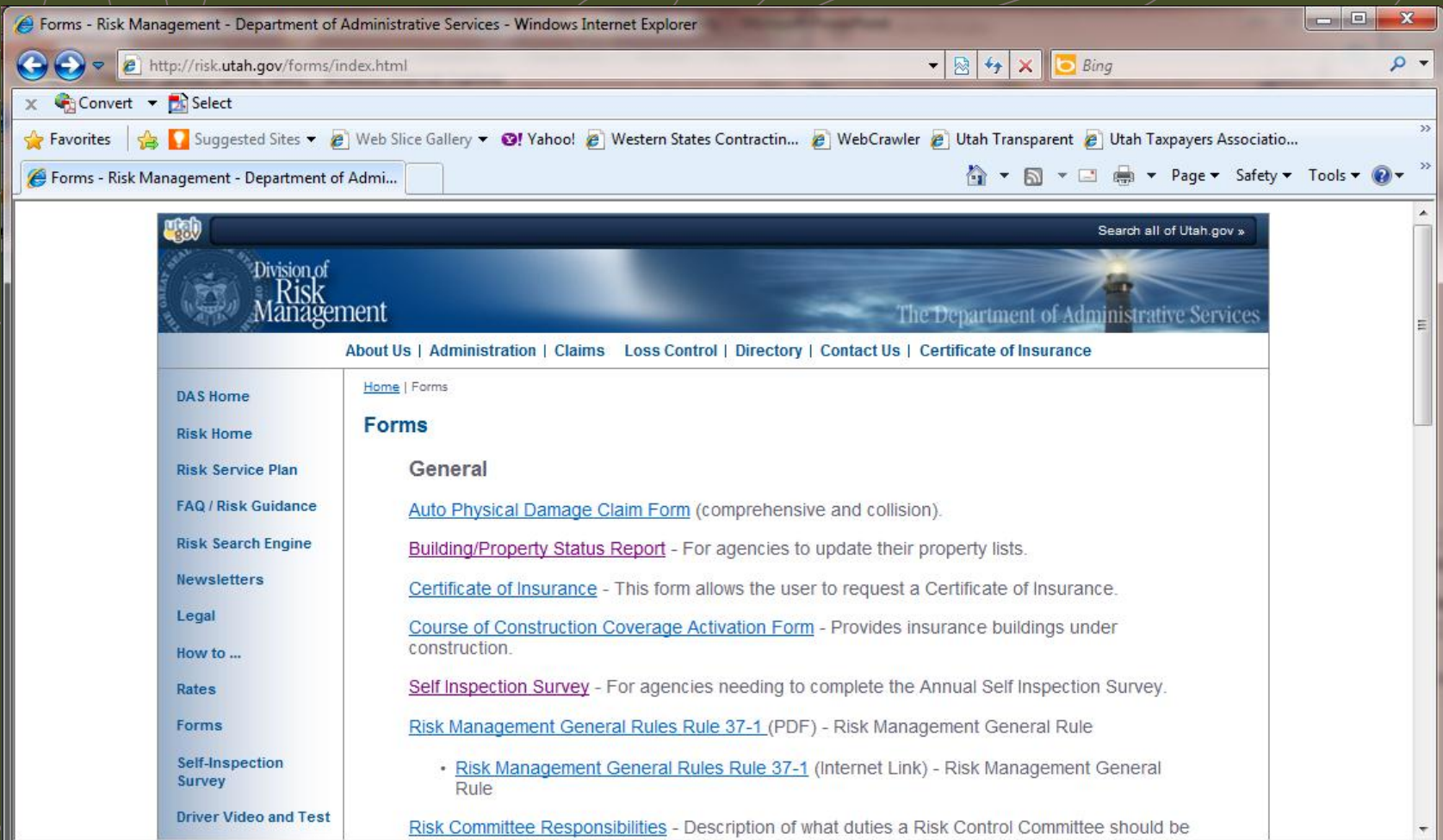
Planning – Preventative Maintenance for Safety

SAMPLE PLAN

<http://nces.ed.gov/pubs2003/2003347.pdf>



Risk Management Resources



The screenshot shows a Windows Internet Explorer browser window displaying the Utah Risk Management website. The address bar shows the URL <http://risk.utah.gov/forms/index.html>. The page features a blue header with the Utah state seal and the text "Division of Risk Management" and "The Department of Administrative Services". A navigation menu includes links for "About Us", "Administration", "Claims", "Loss Control", "Directory", "Contact Us", and "Certificate of Insurance". A left sidebar lists various resources like "DAS Home", "Risk Home", "Risk Service Plan", "FAQ / Risk Guidance", "Risk Search Engine", "Newsletters", "Legal", "How to ...", "Rates", "Forms", "Self-Inspection Survey", and "Driver Video and Test". The main content area is titled "Forms" and lists several forms with brief descriptions: "Auto Physical Damage Claim Form", "Building/Property Status Report", "Certificate of Insurance", "Course of Construction Coverage Activation Form", "Self Inspection Survey", "Risk Management General Rules Rule 37-1 (PDF)", "Risk Management General Rules Rule 37-1 (Internet Link)", and "Risk Committee Responsibilities".

Forms - Risk Management - Department of Administrative Services - Windows Internet Explorer

<http://risk.utah.gov/forms/index.html>

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Forms - Risk Management - Department of Admi...

Search all of Utah.gov »

Utah.gov

Division of Risk Management

The Department of Administrative Services

About Us | Administration | Claims | Loss Control | Directory | Contact Us | Certificate of Insurance

Home | Forms

Forms

General

[Auto Physical Damage Claim Form](#) (comprehensive and collision).

[Building/Property Status Report](#) - For agencies to update their property lists.

[Certificate of Insurance](#) - This form allows the user to request a Certificate of Insurance.

[Course of Construction Coverage Activation Form](#) - Provides insurance buildings under construction.

[Self Inspection Survey](#) - For agencies needing to complete the Annual Self Inspection Survey.

[Risk Management General Rules Rule 37-1 \(PDF\)](#) - Risk Management General Rule

- [Risk Management General Rules Rule 37-1 \(Internet Link\)](#) - Risk Management General Rule

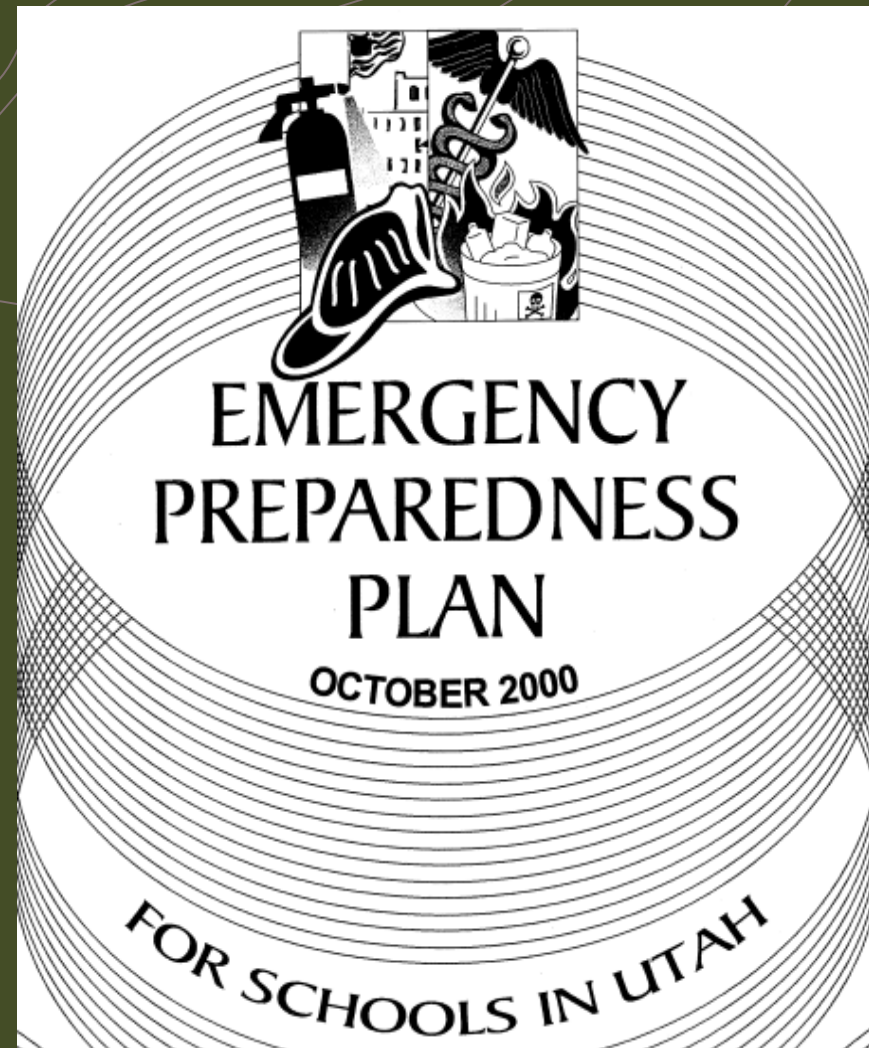
[Risk Committee Responsibilities](#) - Description of what duties a Risk Control Committee should be

<http://risk.utah.gov/index.html>

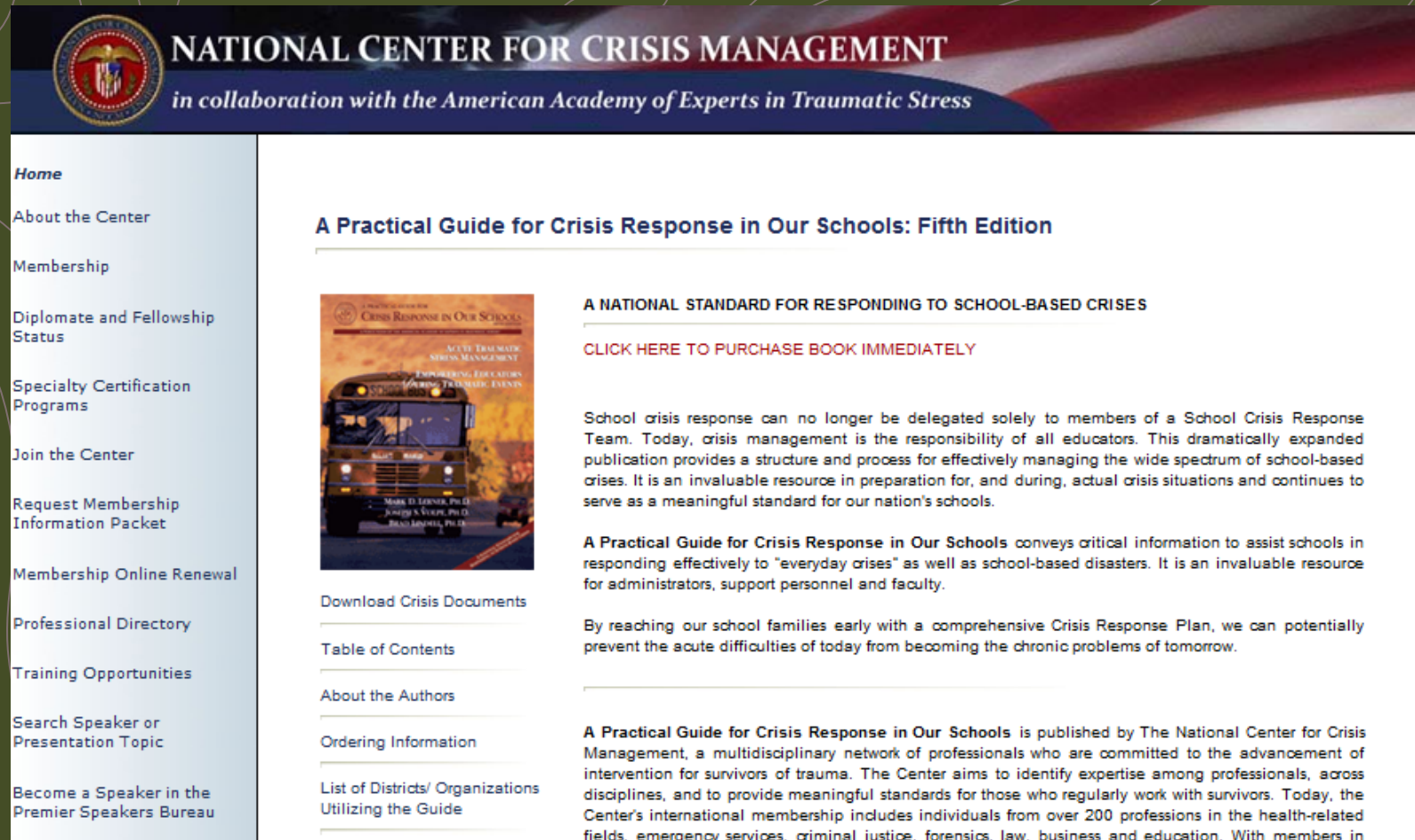
Emergency Preparedness Plans

SAMPLE PLAN

- <http://www.schools.utah.gov/finance/DOCS/facilities/EmergencyPreparednessPlan.aspx>



Practical Guide for Crisis Response in Schools




NATIONAL CENTER FOR CRISIS MANAGEMENT
in collaboration with the American Academy of Experts in Traumatic Stress

Home

- About the Center
- Membership
- Diplomate and Fellowship Status
- Specialty Certification Programs
- Join the Center
- Request Membership Information Packet
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- Professional Directory
- Training Opportunities
- Search Speaker or Presentation Topic
- Become a Speaker in the Premier Speakers Bureau

A Practical Guide for Crisis Response in Our Schools: Fifth Edition



A NATIONAL STANDARD FOR RESPONDING TO SCHOOL-BASED CRISES

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School crisis response can no longer be delegated solely to members of a School Crisis Response Team. Today, crisis management is the responsibility of all educators. This dramatically expanded publication provides a structure and process for effectively managing the wide spectrum of school-based crises. It is an invaluable resource in preparation for, and during, actual crisis situations and continues to serve as a meaningful standard for our nation's schools.

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A Practical Guide for Crisis Response in Our Schools is published by The National Center for Crisis Management, a multidisciplinary network of professionals who are committed to the advancement of intervention for survivors of trauma. The Center aims to identify expertise among professionals, across disciplines, and to provide meaningful standards for those who regularly work with survivors. Today, the Center's international membership includes individuals from over 200 professions in the health-related fields, emergency services, criminal justice, forensics, law, business and education. With members in

[Download Crisis Documents](#)

[Table of Contents](#)

[About the Authors](#)

[Ordering Information](#)

[List of Districts/ Organizations Utilizing the Guide](#)

- <http://www.schoolcrisisresponse.com/>

ETHICS ITEMS

63G-6-1001.

Felony to Accept Emolument

Any person acting as a procurement officer for the state of Utah or any subdivision thereof, or who in any official capacity participates in the procurement of any supplies, services, construction, real property, or insurance for any such political units, is guilty of a felony if the person asks, receives, or offers to receive any emolument, gratuity, contribution, loan, or...

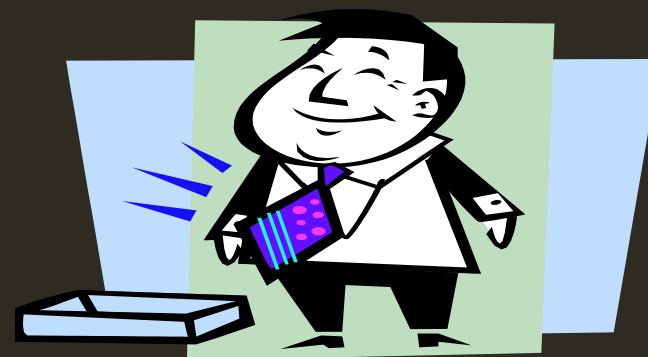
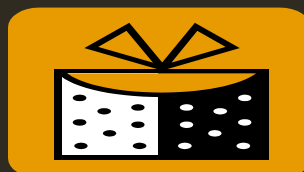
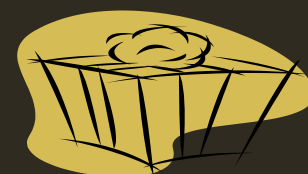


63G-6-1001.

Felony to Accept Emolument

Continued...

...**any promise** thereof, either for the person's own use or the use **or benefit** of any other person or organization from any person interested in the sale of such supplies, services, construction, real property, or insurance.



Utah Code - Section 67-16

Public Officers & Employees Ethics Act

- 67-16-4. Improperly disclosing or using private, controlled, or protected information -- Using position to secure privileges or exemptions -- Accepting employment which would impair independence of judgment or ethical performance -- Exceptions.

(1) Except as provided in Subsection (3), it is an offense for a public officer, public employee, or legislator, under circumstances not amounting to a violation of Section 1. 63G-6-1001 or 76-8-105, to:

(b) disclose or improperly use controlled,...

Utah Code - Section 67-16

Public Officers & Employees Ethics Act

- 67-16-4. Improperly disclosing or using
(1)(b)Continued...

private, or protected information acquired by reason of his official position or in the course of official duties in order to further substantially the officer's or employee's personal economic interest or to secure special privileges or exemptions for himself or others;



Utah Code - Section 67-16

Public Officers & Employees Ethics Act

- 67-16-4. Improperly disclosing or using
(1)(b)Continued...

(c) use or attempt to use his official position to:

(i) further substantially the officer's or employee's personal economic interest; or

(ii) secure special privileges or exemptions for himself or others;...



Utah Code 53A-20-101. Construction and Alteration of Schools and Plants

Advertising for bids -- Payment and performance bonds -- Contracts -- Bidding limitations on local school boards...

(2) (a) **Prior to** the construction of any school or the alteration of any existing school plant, if the **total estimated accumulative building project cost exceeds \$80,000,** ...advertise for bids on the project at least 10 days before the bid due date.

(b) ...the **advertisement published in a newspaper** having general circulation throughout the state and in appropriate construction trade publications that offer free listings.

(c) A similar advertisement...in a newspaper...in **any city or county...affected** by the proposed project.



Utah Code 53A-20-101. Construction and alteration...Continued...

- 53A-20-101. (d) The advertisement shall:

(3) (a) The board shall meet at the time and place specified in the advertisement and publicly open and read all received proposals.

(b) If satisfactory bids are received, the board shall award the contract to the lowest responsible bidder.



Utah Code 53A-20-101. Construction and alteration...Continued...

(5) A local school board shall **require and payment performance bonds** of the bidder as required...



(6) (a) A local school board **may require in the proposed contract that at least 10% of the contract price be withheld** until the project is completed and accepted by the board. (*Retention*)

(b) If **money** is withheld, the board shall **place it in an interest bearing account**, and the interest accrues for the benefit of the contractor and subcontractors.

(c) This **money shall be paid upon completion of the project and acceptance by the board.**

Utah Code 53A-20-101. Construction and alteration...Continued...

(7) (a) A local school board may not bid on projects within the district *[or charter school]* if the total accumulative estimated cost exceeds \$80,000.

(b) The board may use its resources if no satisfactory bids are received under this section.

(9) A local school board member may not have a direct or indirect financial interest in the construction project contract.



53A-3-405 Approval of Purchases or Indebtedness

- **Board approval of identified purchases.**
 - (1) An officer or employee of a school district *[or charter school]* may not make a purchase or incur indebtedness on behalf of the district *[or charter school]* without the approval and order of the board.
 - (2) The **board shall adopt one of the following approval methods, or a combination of the two:**
 - (a) The board shall approve an appropriation for identified purchases in the district *[or charter school]* budget. Each purchase made under an identified purchase does not require additional board approval.
 - (b) The board shall approve individual purchases when made throughout the fiscal year.

CONSTRUCTION AND FACILITY SAFETY RELATED REFERENCES



Support & Sample Documents Available Through USOE

[] SCHOOL DISTRICT - SOIQ Review Worksheet - October 2010

EVALUATOR: _____

PROJECT: []

FIRM NAME: _____

EVALUATION DATE: _____

Architectural Firm's Experience/Qualifications

1	The name of the firm and location of all of its offices, specifically indicating the principal place of business, and firm size.		
2	A brief history of the firm and the range of services offered.		
3	Age of firm, total numbers years of experience providing architectural services for both educational and non-educational projects, and average number of employees over past five years.		
4	Education, training, experience, licensing, and qualifications of members of the firm and key employees for these projects, including the individuals responsible for the design, and the individuals responsible for field supervision during the school construction. Also include how the firm intends to manage its responsibilities and provide value engineering, cost control, risk identification, and risk mitigation.		
5	Experience, qualifications, education and training level, and expertise of the firm with these types of projects, specifically the design and construction services for similar projects recently constructed, reflecting management plans, community relations, innovative ideas, technical capabilities, project experience, and ability to perform the services as reflected by workload and having adequate personnel, equipment, and facilities. Any firm having employees who performed work while employed by another firm that is not duly noted may be cause for disqualification.		
6	Indicate all firms or individuals the firm anticipates to utilize to provide surveying, engineering, and any other necessary professional services.		
7	The names of at least five (5) clients who may be contacted, including at least two (2) for whom similar facilities of the size and nature indicated above were designed in the past five (5) years.		
8	Indicate the present level of professional liability insurance coverage for the firm, including errors and omissions insurance.		
9	Include overviews of similar type projects the firm has designed, along with renderings and/or photographs of completed similar projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, educational benefits, etc.		
10	Describe any litigation, arbitration, or other alternative dispute resolution proceedings your firm has been involved in with an owner within the past ten (10) years.		
11	Provide financial statements reflecting the firm's financial resources to adequately perform the work described herein. These financial statements may be submitted in a separate sealed envelope.		
12	Demonstrate the firm's ability to perform services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously.		
13	Provide any other pertinent information regarding qualifications and performance data requested by the District.		

REQUEST FOR STATEMENT OF INTEREST AND QUALIFICATIONS FOR [ARCHITECTURAL OR ENGINEERING SERVICES] [SCHOOL DISTRICT OR CHARTER SCHOOL NAME]

Introduction:

[School District or Charter School Name] is accepting a Statement of Interest and Qualifications (SOIQ) from qualified design professional firms licensed and certified as applicable in the State of Utah, for the design, preparations of contract documents, and construction administration for [brief description of project(s) with enough information to convey project(s) overview(s)]. The improvements will be located on the site of [new site(s) or existing facility name(s) and location(s), including address(es)]. The SOIQ and supplemental information must be accepted by the [School District or Charter School Name and complete physical address], until [time (generally 2:00 p.m.) and date (generally Tuesday, Wednesday or Thursday)]. Delivery means and methods for SOIQs are the sole responsibility of the offeror. Statements received after that time will not be considered. The submitting firms shall provide [number (#)] complete copies of their proposal. Questions, interpretations, clarifications or communication regarding this project should be directed to [contact individual(s) name(s)]. contact made with any other [School District or Charter School Name] personnel may be considered grounds for disqualification. A short list of firms to be interviewed is expected to be developed by [date]. Successful firms are expected to be interviewed by [date].

Licensure:

Architectural firms, and their employees, representatives, agents, consultants, subcontractors, and sub-consultants, shall comply with the license laws of the State of Utah.

Termination or Debarment Certifications:

The architectural firms must submit a certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. The firm must also certify that neither the firm nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the firm cannot certify these two statements, the firm shall submit a written explanation of the circumstances for review by the [School District or Charter School Name]. Firms are to submit these certifications with their SOIQ.

Architectural Firm's Experience/Qualifications:

Each architectural firm submitting a SOIQ should include, but not be limited to, the following information:

1. The name of the firm and location of all of its offices, specifically indicating the principal place of business, and firm size.
2. A brief history of the firm and the range of services offered.



School Right-Sizing

A process developed between USOE, School District and Charter School facilities, administrative and educational related employees, along with design professionals, which combined survey information from schools throughout the state, Built from 1997 to the present, and best practice information, in a form to assist School Districts and Charter Schools, and design professionals, outlining parameters of various spaces in elementary school, junior high school and high school facility space design.



Contractors & Design Professionals Performance Ratings

Part of the SP-11, an evaluation process in which design professionals, contractors and major trade subcontractors are rated based on a variety of performance criteria. This program is very similar to the process the Division of Facilities Construction and Management (DFCM) uses through the State, but tailored for K-12 public schools.



School Construction Procurement Training & Certification:

Training provided for School Districts and Charter Schools through a joint effort between USOE and State Purchasing. Individuals attending, licensed in certain trades, can receive CEU credit for attendance, through DOPL.

School Construction

References:

- Administrative Rule R23 – Administrative Services – Facilities Construction and Management:
 - <http://www.rules.utah.gov/public/code/r023/r023.htm>
- Administrative Rule R33 Purchasing and General Services:
 - <http://www.rules.utah.gov/public/code/r033/r033.htm>
- Utah Code 53A-20 School Construction:
 - <http://le.utah.gov/~code/TITLE53A/53A20.htm>



School Construction & Facility Safety References *continued...*

- Utah Code 63G-6 - Procurement Code:
 - <http://le.utah.gov/~code/TITLE63G/63Go6.htm>
- Utah Code 76-10-912 - Offenses Against Public Health Safety Welfare and Morals:
 - http://le.utah.gov/~code/TITLE76/76_10.htm
- Utah Code 58-56 Uniform Building Standards Act:
 - <http://www.dopl.utah.gov/laws/58-56.pdf>



School Construction & Facility Safety References *continued...*

- Administrative Rule R227-454 Construction Management of School Building Projects
 - <http://www.rules.utah.gov/publicat/code/r277/r277-454.htm>
- Administrative Rule R277-471 Oversight of School Inspections:
 - <http://www.rules/utah.gov/publicat/code/r277/r277-471.htm>
- Administrative Rule R614-7 Construction Standards:
 - <http://www.rules.utah.gov/publicat/code/r614/r614-007.htm>

School Construction & Facility Safety References *continued...*

- Utah State Purchasing – State of Utah RFP Manual
 - <http://purchasing.utah.gov/forms.index.html>
- NASPO Book - Chapters 3 and 11 (*Available only by attending the School Construction Procurement Training*)
- School Construction Resource Manual
 - <http://www.schools.utah.gov/finance/Facilities/School-Construction-Resource-Manual.aspx>



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Cell Phone 801.419.9482

School Finance Section – Facilities
<http://www.schools.utah.gov/finance/Facilities.aspx>